

RESPONSIBILITY OF S/TF/S

A) I. T. R.

S/TF/S is responsible for ultimate decision on what material is to be processed for I. T. R., for processing material into the I. T. R., and for the recovery of data from the I. T. R. Recovery includes both the ordering of listings from OGD and presentation of the material contained in these listings. The section should also assist in, and in cases, be responsible for, the collation of I. T. R. data with other sources.

B) S/TF/S is responsible for answering all spot requests for information which are primarily statistical in nature. Its files include commodity data from primary sources, (including I. T. R.) as well as such reports and papers as those published by Commodity Study Groups, MSA, Commerce, S/TF/S, etc., but its responsibility is primarily statistical and many particular requests will require close cooperation in area and commodity analysis with S/TF/A.

C) Files

S/TF/S is responsible for maintaining, on a continuing basis, all document files of permanent value and common concern. These files, designed to be complementary to the analysts' "personal" files, will contain such sections as may be found desirable, including:

- 1) Trade Agreement Files
- 2) Commodity Files (cross reference sheets only)
- 3) East/West Trade Files
- 4) Source Files for documents desired retained but not of a special category
- 5) "Series" Files for periodic reports processed into I. T. R.
- 6) Financial Files (restricted)
- 7) Department of Commerce Statistics
- 8) I. T. R. Administration Files
- 9) Periodic Foreign Trade Publications of various governments, Chambers of Commerce, trade associations, international organizations, etc.

D) S/TF/S is to share responsibility with S/TF/A for preparing requirements and evaluations. Because the processing of series and maintenance of foreign trade periodicals gives the section considerable knowledge of reporting and information collection facilities and operations, consultation between "S" and "A" will often be helpful.

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E) S/TF/S is to have primary responsibility for liaison with the Department of Commerce re the continuous projects of [REDACTED]. This FOIA b3b should be limited generally to information on progress, insuring receipt of documents, and inquiries concerning additional information, etc.

In general, S/TF/S is responsible for I. T. R. and for all work requiring all existing statistics to be assembled. This includes, of course, the continuation of Project 18, an undertaking started on its way by the joint efforts of "A" and "S".